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STATE OF DELAWARE
BOARD OF ACCOUNTANCY

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DELAWARE ETHICS COURSE CHECKLIST

INSTRUCTIONS

UPLOAD THIS DOCUMENT WITH YOUR APPLICATION IN DELPROS.

APPLICANT/LICENSEE INFORMATION

Name: _____ License Number: _____

All Delaware Accountancy permit holders are required to take a Delaware-specific ethics course every two years in order to renew their permit to practice. The purpose of this checklist is to assist course providers in developing an acceptable Delaware-specific ethics course. The following are the minimum required subjects and topics to be covered. Enter the page number where each topic is found in your material.

Delaware Board of Accountancy Statutory Authority in Title 24, Chapter 1, of the *Delaware Code*

- ☐ Explain the statutory powers and duties of the Board. (Page ____)

Definitions

- ☐ Explain meaning of terms to be used in the course, including:
- Attest (Page ____)
 - Certificate (Page ____)
 - Certified Public Accountant (Page ____)
 - Certified Public Accounting (Page ____)
 - Compilation (Page ____)
 - Firm (Page ____)
 - Peer Review (Page ____)
 - Permit to Practice (Page ____)
 - Public Accountant (Page ____)
 - Public Accounting (Page ____)
 - Report (Page ____)
 - Substantial Equivalency (Page ____)

AICPA Code of Professional Conduct

- ☐ Explain that the State of Delaware incorporated the [Code of Professional Conduct of the AICPA](#) unless otherwise noted in the Board's [Rules and Regulations](#). (Page ____)
- ☐ Include detailed discussion and text on Code subsections and interpretations. (Page ____)

Designations

- ☐ Explain who can use the CPA designation. (Page ____)
- ☐ Explain who can use the PA designation. (Page ____)

CPA Permit to Practice

- ☐ Review requirements to obtain a CPA permit to practice. (Page ____)
- ☐ Explain that anyone engaged in the practice of certified public accounting out of an office in Delaware must hold a CPA permit to practice (Page ____)
- ☐ Explain the requirements for a reciprocal CPA permit to practice (Page ____)
- ☐ Explain CPE requirement, including the new 20 hour minimum in each year of the reporting period (Page ____)
- ☐ Explain "Inactive CPA" (Page ____)

Public Accountant Permit to Practice

- ☐ Explain that anyone engaged in the practice of public accounting must hold a permit to practice (Page ____)
- ☐ Requirements for a reciprocal PA permit to practice (Page ____)
- ☐ Explain last date to obtain a new PA permit to practice (Page ____)

Firm Permit to Practice

- ☐ Review the requirements to obtain a firm permit. (Page ____)
- ☐ Explain the following requirements:
 - Any firm with an office in Delaware must hold a Firm permit to practice. (Page ____)
 - Individuals practicing accounting within the firm must have their own permit to practice. (Page ____)
 - Sole practitioners must have a firm permit to practice **and** an individual permit to practice (Page ____)
 - Each office located in Delaware must register with the Board and must be managed by a Delaware permit holder. (Page ____)
- ☐ Explain who can be the owner of a firm (Page ____)
- ☐ Peer Review (Page ____)
 - Explain who must enroll in a peer review program
 - Explain what peer review is
 - Explain the compliance requirements
- ☐ Explain what events in a firm must be noticed to the Board of Accountancy within 30 days (Page ____)

Renewal of Permit to Practice

- ☐ Explain that all Permits, regardless of when issued, expire on June 30 of odd years. Refer to [Renew Permit](#) web page for information about the renewal process. (Page ____)
- ☐ Explain the continuing professional education (CPE) requirements in [Section 7.2 and Section 9.2](#) of the Board's Rules and Regulations:
 - Permit holders must complete 80 hours of acceptable CPE, including a Delaware-specific ethics course, in each two-year renewal period. (Page ____)
 - Explain what constitutes acceptable CPE. (Page ____)
- ☐ Explain the consequences of failing to renew a permit. (Page ____)
- ☐ Online renewal can not be completed until CPE is completed. (Page ____)
- ☐ Explain that renewal request can only be made on the Board designated form and that the CPE log must be fully completed including the live/self-study portion. (Page ____)

Ownership of Working Papers

- ☐ Explain what documents must be furnished to a client (Page____)
- ☐ Explain what documents can be retained by a permit holder (Page____)

Discipline

- ☐ Explain Board hearings and procedures (Page ____)
- ☐ Review the disciplinary sanctions. (Page ____)

Mobility

- ☐ Explain “substantial equivalency” ([24 Del. C. § 109](#)). (Page ____)

Statutory or Rule and Regulation Changes

- ☐ Include any recent changes in the licensure law or the Board’s Regulations. (Page ____)

Case Studies

- ☐ Provide *Delaware-specific* examples. (Page ____)
 - William A. Santora
 - Donald D. Rice
 - Nancy Wolfe
 - Ralph Estep, Sr.
 - Deloitte & Touche, LLP

Review Questions (Page____) & Answers (Page ____)